

Figtree User Guide 1

How do I report an incident or hazard notification?



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What is Figtree?

Figtree is the University's new workplace safety incident and hazard reporting tool. Effective 1 July 2017, all staff will be required to use the online reporting tool to complete an incident or hazard notification.

Duty of Care Subheading

Staff are encouraged to complete all the associated fields in Figtree when reporting an incident or hazard. This will ensure all information about the incident is provided, particularly in situations that need to be notified to regulatory bodies. This also ensures that accurate reporting to work areas can be provided to assist in hazard identification and system improvements. Providing all details will also be beneficial as part of the injury management process to ensure that appropriate and timely support can be offered to the staff member.

Where do I access Figtree?

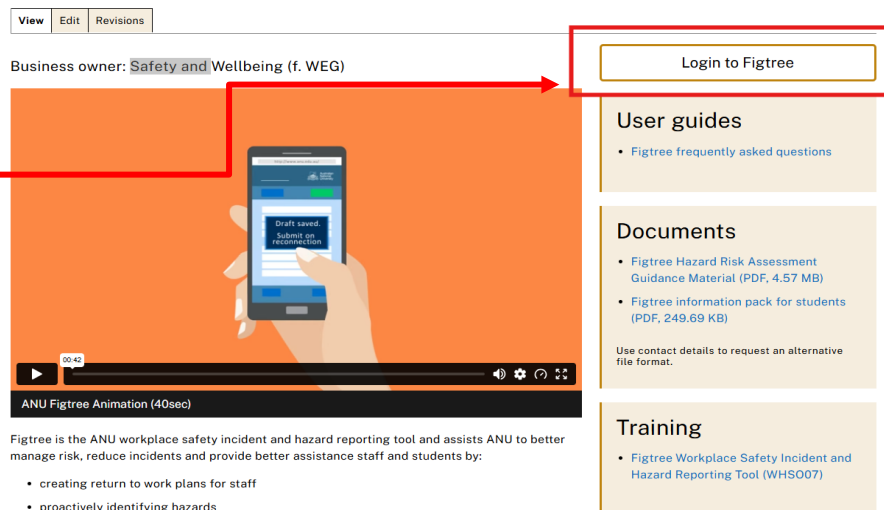
Users can access Figtree:

- Via the [Figtree Workplace Incident & Hazard Reporting Tool webpage](#) using the 'Login to Figtree' button; or
- By using the link available on the [Human Resources >> Health & Safety webpage](#).

User Login Instructions?

- User login details to access Figtree are the same as your HORUS details.

Figtree workplace safety incident & hazard reporting tool



The screenshot shows the Figtree login interface. At the top, there are tabs for 'View', 'Edit', and 'Revisions'. Below these, it says 'Business owner: Safety and Wellbeing (f. WEG)'. A red box highlights the 'Login to Figtree' button in the top right corner. A red arrow points from the text 'Users can access Figtree:' to this button. The main content area features a video player showing a hand holding a smartphone displaying the Figtree app interface. Below the video is the text 'ANU Figtree Animation (40sec)'. To the right of the video player, there are three sections: 'User guides' with a link to 'Figtree frequently asked questions', 'Documents' with links to 'Figtree Hazard Risk Assessment Guidance Material (PDF, 4.57 MB)' and 'Figtree information pack for students (PDF, 249.69 KB)', and 'Training' with a link to 'Figtree Workplace Safety Incident and Hazard Reporting Tool (WHS007)'. At the bottom, there is a description of Figtree as the ANU workplace safety incident and hazard reporting tool, followed by two bullet points: 'creating return to work plans for staff' and 'proactively identifying hazards'.



How do I report an incident notification?

User will be automatically redirected to the 'Incident Form' (screenshot below) for completion.

Figtree systems
ANU
Quick Menu

Summary
Complete all Mandatory fields
Complete the form with as much information as possible to clearly describe the Incident and events leading up to the Incident
The Organisation Structure should have the relevant area selected
Provide detailed location information so others can find the location easily
Either "Injuries sustained", "Near miss", "Property damage" or "Vehicle/equipment involved" must be answered "Yes" for the Incident to be saved

New Incident
Incident

Recorded date: 13/08/2026
Incident type: [dropdown]
Incident sub-type: [dropdown]
Organisation: [dropdown]
Reported by: [dropdown]
Contact number: [text]
Supervisor: [dropdown]
Incident date: [calendar]
Incident time: [text]
Confidential: ☐
Incident location details: [text]
Incident location: [dropdown]
Describe how the incident occurred: [text]
Immediate action: [text]
Near miss: [dropdown]
Injuries sustained: [dropdown]
Property damage: [dropdown]
Vehicle/equipment involved: [dropdown]
Police involved: ☐
Fire service involved: ☐
Ambulance involved: ☐
Any witness(es): ☐
Add attachments on save: ☐

Important to complete all mandatory fields

- Complete the form with as much information as possible to clearly describe the Incident and events leading up to the event.
- The Organisation Structure should have the relevant area selected.
- Provide detailed location information so others can find the location easily.
- Either "Injuries sustained", "Near miss", "Property damage" or "Vehicle/equipment involved" must be answered "Yes" for the Incident to be saved.
- Enter Incident time using 24 hours i.e. 14:00.
- Click on the red 'save' button when you are ready to submit your incident notification.

Task Overview Dashboard | Incident New | [Save] | [Cancel]



Terms and Definitions

Tabled below are useful terminology and definitions to assist you with completing the incident or hazard notification form.

Terms	Definitions
Organisation	Your position at ANU
Reported by	The person completing the incident report (not necessarily the 'Affected' person).
Supervisor	Person managing the 'Affected' person; receives email notification of incident.
Confidential	Prevents email notification from being sent to the 'Supervisors'; incident is reviewed by the Safety and Wellbeing (S&W), then actioned appropriately.
Incident location	Allows for precise incident location to be selected.
Immediate action	The steps you took to immediately reduce the risk of harm to self or others.
Injury sustained	Was someone injured as a result of the incident? If yes: they are the 'Affected person'.
Near miss	An incident occurred and no one was injured but there was potential for harm.
Property damage	Wad property damaged?
Vehicle/equipment involved	Were any vehicles or equipment involved?
Report by is affected	Is the injured/involved person completing this report? If yes, they are the 'Affected person'.
Affected person	The person who was injured or involved in the incident.
Training provided	Indicate if you have received training on the activities that caused the incident.
Shift started	Select 'Day' if you do not perform shift work, otherwise chose the shift that you were performing.
Duties at time of injury	Describe what duties you were performing at the time of the incident.
Usual duties	Describe your usual duties.



What is a hazard?

A hazard is a situation that may currently exist or could arise out of a set of circumstances. There is a potential risk that the hazard may lead to a dangerous situation.

How do I report a hazard notification?

Users can enter a hazard:

- Through the current 'Submit Incident Notification' HR Quick Links in HORUS;
- Via the [Figtree Workplace Incident & Hazard Reporting Tool webpage](#) using the 'Login to Figtree' button; or
- By using the link available on the [Human Resources >> Health & Safety webpage](#).

How do I locate the Hazard Form?

Click on 'Quick Menu'

and then 'Add Hazard'.

The next screen will prompt you to select 'Yes' to proceed.

The image shows a screenshot of the Figtree systems 'New Incident' form. A red circle highlights the 'Quick Menu' button in the left sidebar, and a red arrow points from the text 'Click on 'Quick Menu'' to it. Another red circle highlights the 'Add Hazard' button in the sidebar, and a red arrow points from the text 'and then 'Add Hazard'' to it. A third red circle highlights the 'Yes' button in a confirmation dialog box that appears over the form. The dialog box contains the text 'Information in this record has changed' and 'Are you sure you want to leave without saving?'. The 'Yes' button is circled in red, and a red arrow points from the text 'The next screen will prompt you to select 'Yes' to proceed.' to it. The form itself is titled 'New Incident' and contains various fields for incident details, including 'Recorded date', 'Incident type', 'Incident sub-type', 'Organisation', 'Reported by', 'Contact number', 'Supervisor', 'Incident date', 'Incident time', 'Confidential', 'Incident location details', 'Describe how the incident occurred', 'Immediate action', 'Near miss', 'Injuries sustained', 'Property damage', 'Vehicle/equipment involved', 'Police involved', 'Fire service involved', 'Ambulance involved', and 'Any witness(es)'. There are also checkboxes for 'Add attachments on save' and 'Save' and 'Cancel' buttons at the bottom right.



Hazard Form - User will be directed to the Hazard Form for completion (screenshot provided below).

Figtree systems
ANU
Quick Menu

Summary
Complete all Mandatory fields
Complete the form with as much information as possible to clearly describe the Hazard
The Organisation Structure should have the relevant area selected
Provide detailed location information so others can find the location easily

New Hazard
Hazard

Recorded date: 13/08/2026
Organisation:
Reported by: Supervisor: Date identified: Time identified:
Hazard location details:
Hazard location:
Hazard description:
Immediate action:
[Use my location or find on map](#)

Hazard Review
Hazard type: Hazard sub-type:
HSE advisor / coordinator: Hazard owner:
Report only? ☐ Hazard previously reported:
Review comments:
Date reviewed:

Save **Cancel**

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Complete all mandatory fields on this form and click on the 'save' button when you are ready to submit your hazard notification.

